MANDATORY TRAINING FOR CARDHOLDER AND BILLING OFFICIAL

GPC
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MANDATORY CARDHOLDER TRAINING

1. **Defense Acquisition University- "DOD Government Purchase Card Tutorial" (CLG 001)**
   https://learn.dau.mil/html/login/login.jsp

Note: Make sure you take the DAU and not the GSA on-line tutorial

2. **On-site local "Basic and Expanded GPC Training" by Level 4 A/OPC – "Refresher Training" Yearly**

3. **Ethics Training – Yearly**
   http://www.defenselink.mil/dodgc/defense_ethics/2003ethics_training/

4. **Section 508 of the Rehabilitation Act Training on-line:**
   http://www.section508gov

5. **Follow:**
   a. DOD Govt Charge Card Guidebook, 04 Aug 04
   http://purchasecard.saalt.army.mil/

   b. Draft GPC Army Regulation (AR)
   http://www.usacce.army.mil/seckenheim/gpc/GPC%20Army%20Regulation.pdf

6. **On-line C.A.R.E. Tutorial – recommended**
   https://www2.usbank.com/cgi_w2/cfm/impac/impac_login.cfm

MANDATORY BILLING OFFICIAL/ CERTIFYING OFFICIAL TRAINING

Same as Cardholder Training – See previous slide PLUS:

1. "Certifying Official's" on-line training course –

https://www.saffm.hq.af.mil/coaotut/

2. Follow:

a. Financial Management Regulation 7000.14R
http://www.defenselink.mil/comptroller/fmr/

✓ **The Cardholder should not complete a Cardholder Statement of Questioned Item (CSQI) form for fraud transactions**

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